

*** Units in Garrison FY 05 Army-Wide Directed Personnel Asset Inventory (PAI) Procedures**

***These procedures apply only to units in Garrison
in support of the Army-wide directed PAI,
15 - 30 April 2005.***

Responsible agencies.

- Unit Commanders
- Unit S1s
- Personnel Automation Sections (PAS)
- Personnel Services Battalions or Military Personnel Divisions (PSB/MPD)
- Replacement Detachments (Repl. Det) or similar activities
- Transition Centers
- Senior Mission Commanders/Installation Commanders
- Major Commands (MACOMs)
- Major Subordinate Commands (MSCs)
- Army Human Resources Command (AHRC)

References.

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-8-105, Military Orders
- AR 220-20, Army Status of Resources and Training System (ASORTS) - Basic Identity Data Elements (BIDE)
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
- Department of the Army Memorandum, Subject: Fiscal Year (FY) 05 Army-Wide Personnel Asset Inventory (PAI), March 2005
- ALARACT Message, Subject: FY 05 Annual Army-Wide Personnel Asset Inventory (PAI), DTG 041702Z MAR 05
- MILPER Message: 04-219, Subject: eMILPO New Functionality Non-Available Deployment Tracking, issued 3 August 2004.
- The Electronic Military Personnel Office (eMILPO), found on the Army Human Resources System: <https://emilpo.ahrs.army.mil/>
- The Electronic Military Personnel Office (eMILPO), Datastore, found on the Army Human Resources System: <https://emilpo.ahrs.army.mil/>
- Unit Commander's Finance Report (UCFR)
- eMILPO Functional Guidance, <https://www.hrc.army.mil/site/Active/fsd/index.htm>, Human Resources Command, Field Systems Division website, left hand side bar, under eMILPO (requires AKO signature)
- Related eMILPO Reports, found in the eMILPO Functional Guidance, under "Reports" , linked in the index:
 - AAA-162, Unit Personnel Accountability Report
 - AAA-165, Unit Personnel Accountability Notices Report
 - AAA-342, Alpha Roster

- AAA-351, Unresolved Error Report
- Failure to Gain Report, published monthly by HRC and sent to each supporting PAS.

PAI Terminology.

- Accountable strength. Accountable strength is the number of Soldiers assigned or attached to a unit, regardless of their duty status.
- Personnel Asset Inventory (PAI) Report. This is a datastore AAA-162, Unit Personnel Accountability Report. It reflects the same information as the AAA-162 pulled from eMILPO with the addition of the unit's supporting PPA where their supporting PAS Chief is located. Units can download and export it into MS Excel. Commanders can send it to their supporting PAS and the Theater PAS Team-Kuwait electronically. Commanders must print, sign, and maintain a historical copy. For the purpose of these procedures, the AAA-162 also refers to the datastore generated PAI Report.
- Personnel Automation Section (PAS). This is the section that controls eMILPO permissions and access. They monitor work data quality and provide assistance, training, and inspection. They are responsible for verifying the PAIs of all UICs registered to them regardless of their physical location.
- Personnel Services Battalion or Military Personnel Division (PSB/MPD). These terms refer to the supporting personnel management center for the specific unit.
- Strength imbalance. A strength imbalance occurs when Soldiers on the AAA-162 (Personnel Accountability Report) do not exactly match the Soldiers in the unit (boots on the ground).
- Supporting PAS. This is the PAS to which a unit's UIC is registered. For most units, it will be the installation PAS geographically located at their installation. For mobilized RC units, it is the PAS supporting their mobilization site. For example, if the NY 418th MP Bn mobilized through Fort Dix with duty at another location, they should contact Fort Dix PAS for assistance.
- Theater PAS Team. The Theater PAS team is the central point for Theater level PAI assistance and serves as the liaison between supporting PASs, Theater units, and HRC.
- Unit. For the purpose of this procedure, a unit is any team, detachment, company, battalion, U.S. Army element, individual activity or similar organization assigned a unique UIC.
- Unit commander. Any company/battalion commander, commander or senior Army person of a U.S. Army element, or Army chief of an agency or activity having a unique UIC that has assigned or attached Army personnel. A commander may have responsibility for more than one UIC. For the purpose of this PAI, it might also apply to the senior most person in the UIC that does not actually have a commander.

Objective.

- The Chief of Staff, Army directed an Army-wide PAI. All active component (AC) and reserve component (RC) Army units federalized/mobilized will conduct unit PAIs during the 15-30 April 2005 timeframe. This document outlines the major PAI requirements. The PAI objectives are to:

- Account for 100 percent of all AC and mobilized/federalized RC forces (RC Soldiers on temporary active duty or federalized/mobilized in support of an operation.)
- Reconcile and synchronize “boots on the ground” with the active component databases, specifically eMILPO.
- Validate and/or correct selected personnel data and ensure that the eMILPO database contains a record of every mobilized RC Soldier.
- Identify and correct pay deficiencies and suspend pay for those Soldiers whose duty status cannot be confirmed.
- Verify and update non-available for deployment status codes in accordance with MILPER Message: 04-219, Subject: eMILPO New Functionality Non-Availability Deployment Tracking, issued 3 August 2004.

Special Instructions.

- All Commanders are responsible for conducting unit PAI muster formations and ensuring all changes to personnel data are entered correctly into eMILPO.
- For the purpose of the FY 05 Army-wide PAI, the Non-Availability reason and status are required only for active component Soldiers.
- Commanders can supplement these instructions as long as the minimum standards of the PAI objectives are accomplished.
- Installation PAS Chiefs are responsible for verifying the PAIs for all UICs registered to them regardless of physical location or whether in a deployed Theater or not. For this reason, commanders of dispersed and/or deployed units must share the information with the PAS Chief of the PPA under which their UIC is registered.
- All units will conduct a pre-PAI scrub of their AAA-162 and coordinate with their supporting personnel unit in advance of their actual PAI muster formations. Rear detachments must coordinate and reconcile the personnel accountability with deployed elements beforehand. This also applies to all units who are geographically dispersed. Do not automatically assume a Soldier is located at the other's location.
- We strongly encourage installation/division G1s, S1s, mobilization center chiefs, replacement detachments, transition centers and PAS Chiefs to meet at least a month prior to the PAI to discuss issues and strategy.
- All units departing the home/mob station between 15-30 April 2005 are authorized to conduct their PAI beginning 3 April 2005. All such units will conduct a PAI at the home/mob station prior to departure to Theater. Mobilization station/site commanders will ensure that units conduct a PAI and results are entered into eMILPO according to these procedures.
- A strong liaison between the units, mobilization coordinators, and the PAS is essential to ensure all corrections and updates are in eMILPO prior to a unit's departure from the mobilization station. Deploying units will hand carry a copy of their PAI to the personnel activity in the deployed Theater.
- It is the mobilization center's responsibility to ensure that all deploying units conduct a PAI before departure and to ensure redeploying units conducted one either before arrival, or upon arrival at the mob center. Should a demobilizing/redeploying unit arrive without

documentation of a PAI, mob stations should check the PAI site to see if the UIC was closed out. If not, the mobilization station must ensure the unit conducts a PAI.

- All commanders must validate each Soldier's name, component, and SSN. For *active component* Soldiers, the commander must also validate the rank and Deployment Non-availability Status and Reason. Units will use Soldiers' ID Cards and other available documents to validate this data. All units must document changes and update eMILPO.
- The HRC will establish a collaboration site for the PAS chief or other designated representative to report discrepancies that cannot be resolved at the unit/MPD/PSB levels. PAS chiefs will use normal help desk procedures to submit trouble tickets for those issues outside the PAI scope. Access to the collaboration site is found at the PAI site: <https://www.hrc.army.mil/site/Active/fsd/PAI/index.htm>. Instructions will be published prior to conduct of the PAI.
- Units of Action (UA)/Brigade Combat Teams. For the FY 05 Army-wide PAI the UA S1 is the validation and approval authority for all unit PAIs. They will conduct their PAIs, update eMILPO, and report UIC completion using the PAI collaboration site. The non-divisional PAS may need to provide oversight and local support to ensure the UAs accurately complete their PAI requirements. Only UAs are authorized to report and validate individual unit PAI completion on their own. All other units will report completion through their supporting PAS chief.

General Guidance.

- **No exemptions from the PAI are authorized.** Commanders will hold muster formations to conduct the PAI and validate selected personnel data.
- These procedures are in lieu of those stated in AR 600-8-6, Chapter 5, and only apply to this initiative. Normal PAI procedures will apply for a PAI conducted outside the established Army-wide period.
- The Army's system for personnel accountability for all Soldiers serving on active duty is eMILPO. The eMILPO AAA-162 is the baseline document for this PAI. During the muster formation, the commanders will reconcile the information on the AAA-162. The DA Form 3986-R is not required.
- All units, both AC and mobilized/federalized RC, that do not have access to eMILPO need to request eMILPO/datastore access and/or AAA-162 from their supporting personnel unit.
- Units conducting a normally scheduled PAI during this timeframe, such as change of command PAIs, will use these procedures.
- Units will account for all assigned and attached Soldiers during the PAI, including all Soldiers not present at the muster formation. Any Soldier not at the formation must be annotated on the AAA-162 with the verified and corrected duty status as applicable. Categories of such include, but are not limited to: hospitalization, leave, TDY, AWOL, confinement pass, permissive TDY, sick in quarters, missing, and performing essential duties.
- Units and activities geographically dispersed from their parent unit may conduct a local PAI and provide information to the parent unit. Commanders may delegate the conduct of a PAI to the senior Army person at the dispersed location. The parent unit will consolidate all reports from these locations for processing through their supporting PAS.

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FY 05 PAI METRICS

- All unit commanders and S1s must have visibility of the UICs under their control. All S1s must ensure they and their clerks have access (training, accounts, and passwords) to eMILPO and that all UICs under their hierarchy are visible to them in eMILPO. Contact the supporting PAS if a UIC is not visible on eMILPO.
- Home station PSB/MPDs are responsible for providing system support, issue and controlling passwords, and conducting data quality assurance.
- Prior to the PAI, all commanders, G1/S1s, or their representatives will coordinate with the supporting PAS Chief for eMILPO access as needed.
- Units requiring guidance on the printing, use, and update of the AAA-162, or other eMILPO reports and actions, will find user-level functional guidance on the Field Systems Division site, <https://www.hrc.army.mil/site/Active/fsd/index.htm>, left hand side bar, under eMILPO.
- It is important that every unit reconcile their AAA-162 and update eMILPO prior to the start of the PAI. This will reduce the problems and help ensure a smooth and successful PAI.
- Units will reconcile the AAA-162 and enter all changes into eMILPO. Enter all strength related transactions such as departures, arrivals, attachments, release from attachments, duty status changes, return from dropped from rolls/dropped from strength (DFR/DFSs), releases from active duty, separations, RC federalization/mobilizations, and revocations.
- Unit commanders will ensure all duty statuses are properly documented and reported in eMILPO. Process all failures to report on the date directed in orders, AWOL, and civilian confinement according to AR 630-10. Commanders will inform servicing finance offices of all changes affecting both Soldiers' accountability and pay status. Unit commanders will not submit documents to suspend or terminate a Soldier's pay without conducting the required research and preparing supporting documentation.
- PAS Chiefs and units will monitor the AAA-351 (Unresolved Error Report) to detect any eMILPO action that failed to process to the TAPDB. These actions are not complete until TAPDB is updated.
- All AC and mobilized RC Soldiers should be in eMILPO. If a Soldier is not in eMILPO immediately report it to the PAI Help Desk at paihelp@hoffman.army.mil.
- The PAS Chief or UA S1 is the final PAI approval authority for the directed Army-wide PAI.
- The PAS Chief will monitor PAI progress, report any non-compliance to the appropriate commanders, and notify the MSC in accordance with MSC instructions.
- The PAI website requires AKO sign in and is at <https://www.hrc.army.mil/site/Active/fsd/PAI/index.htm>. The user will find such items as General Information, the ALARACT, links, and Frequently Asked Questions (FAQs). The FAQs give information on Record Status Codes and how to get access to the PAI collaboration site, etc.

Work Center Actions.

- Unit commander. Arrange to conduct the PAI (date, time, place, etc.) Notify the S1.
- PAS. Upon receipt of the March 2005 Failure to Gain report, PAS chiefs will ensure each unit registered to them has a copy of their notices. Commanders are responsible for working with the PAS and resolving notices or submit trouble tickets as needed.
- S1. **Identify all discrepancies on the AAA-162 and the AAA-165, and make necessary corrections before the actual PAI.** If not already done, establish contact with your supporting PAS. If you don't know who they are or how to reach them, go the FSD website at <https://www.hrc.army.mil/site/Active/fsd/index.htm>. The PAS Chief roster that lists POCs for each installation are on the left hand side bar. Your supporting PAS will most likely be at the installation from which you mobilized, if applicable.
- Commanders are responsible for researching incoming Soldiers who are past their report dates and take action in accordance with AR 600-8-6 and AR 630-10. Commanders must report all AWOL Soldiers to the servicing finance unit within 48 hours of determining a Soldier is AWOL.
- S1. On the day prior to or the morning of, print a fresh AAA-162, and AAA-165 if needed, which reflects all changes made. It should be as accurate as possible. Provide it to the unit commander.
- Unit commander. Conduct PAI on the scheduled day. Annotate corrections on the AAA-162 and attach appropriate supporting documents as needed. Verify the duty status of each Soldier not physically present at the PAI.
- S1. Conduct PAI with the commander. Verify each Soldier's name, SSN, and component with the AAA-162, the Soldier's identification card and the Soldier. For all active component Soldiers, the commander must also verify the rank and Non-availability Status and Reason. Give extra attention to verifying the correct spelling of names and correct SSNs.
- S1. Enter all changes into eMILPO from the commander's annotated AAA-162. Verify all supporting documents. Coordinate with local Transition Center and PAS to ensure separation actions are reported correctly. Prepare any required documents still needed and coordinate with supporting PSB/MPD for changes not permitted at the S1 level. Print a fresh AAA-162. Attach both the old and new AAA-162 with any applicable AAA-165s for the commander's review. On the bottom of the new AAA-162, put the following above the battalion/separate company commander's signature block: "I verify that a PAI was conducted on (date) and that the information on this report is complete and accurate."
- S1. Complete the metrics in accordance with general guidance above and submit to the PAS along with the commander's signed AAA-162.
- Commander. Review the fresh AAA-162 report reflecting all required changes posted on eMILPO. If not a battalion or separate company commander, forward to battalion commander for signature.
- Battalion Commander. Verify and sign the AAA-162. Forward to the PAS Chief.
- PAS. Review the PAI. Ensure all changes appear on the eMILPO database and attach all required documentation. Take corrective action as needed. Return it to the S1.

Report issues that cannot be resolved at the MPD/PSB level to the PAI help desk in lieu of the eMILPO help desk. Notify the MSC of the unit's PAI completion.

- S1. File PAI packet under Army Records Information Management System file number 680-31a.
- MACOMS will monitor and review PAI completion status using the PAI collaboration site NLT 20 May 2005 and assist with PAI completion until all assigned units complete the PAI.
- PAS. Compile the metrics by PPA and submit to the collaboration site NTL 31 May 2005.

Follow on Actions.

- After the PAI is complete and validated, commanders/S1s must follow up on those PAI actions that affect Soldiers.
- Commanders will annotate unit, pay, and personnel data discrepancies on the most recent Unit Commander's Finance Report for AC units and the Commander's Pay Report for RC units. Document all corrections and forward to the serving finance activity to ensure Soldiers receive their authorized entitlements.
- PAS chiefs will continue to follow up on all actions submitted on the collaboration site until resolved.

The PAS Chief points of contact for each installation:

- Go the FSD website at <https://www.hrc.army.mil/site/Active/fsd/index.htm>. On the left hand side bar under "PAS Chiefs and Assistants (AKO Sign In)" is the PAS Chief roster.

The HRC - Alexandria points of contact for the PAI are:

- The PAI Help Desk, paihelp@hoffman.army.mil.
- MAJ David N. Housh, david.housh@hoffman.army.mil, DSN: 221-5078, or COML: (703) 325-5078.
- MAJ Benjamin J. Harris, benjamin.harris@hoffman.army.mil, DSN: 221-3822, or COML: (703) 325-3822.
- Ms. Davon L. McKeone, mckeoned@hoffman.army.mil, DSN: 221-9006, or COML: (703) 325-9006.
- Ms. Shelly L. Brown, shelly.brown@hoffman.army.mil, DSN: 221-2912, or COML: (703) 325-2912.
- SSG Dennis J. Krull, dennis.krull@hoffman.army.mil, DSN: 221-0557, or COML: (703) 325-0557.
- MSG Donald J. O'Donnell, (Mobilization Issues), donald.odonnell@hoffman.army.mil, DSN: 221-3859, or COML: (703) 325-3859.
- SGT Beverly C. Hubbard, (Mobilization Issues), beverly.hubbard@hoffman.army.mil, DSN: 221-9089, or COML: (703) 325-9089.

- Mr. Robert N. Thorpe (Failure to Gain Report), robert.thorpe@hoffman.army.mil, DSN: 221-9007, or DSN: (703) 325-9007.
- Mr. Donald E. Baker (Theater eMILPO account accession not within the PAS authority), donald.baker@hoffman.army.mil, DSN: 221-3785, or COML: (703) 325-3785.
- Mr. Leslie B. Lord (Non-Availability Reason and Status Codes), leslie.lord@hoffman.army.mil, DSN: 221-4052, or COML: (703) 325-4052.
- LTC Alana S. Phillips, alana-phillips@hoffman.army.mil, DSN: 221-5171, or COML: (703) 325-5171.

The Theater PAS Team-Kuwait point of contact:

- The Theater PAS Team-Kuwait at DSN: 318-430-6314 / 6508.

Internal Sources of help.

- Reassignment orders
- Reassignment case files
- Mobilization Center
- Unit-level individual Soldiers files
- DD Forms 214
- Installation clearance files
- Medical and dental patient records sections
- Housing office
- Finance office

External sources of help.

- The AHRS Help Desk at COML: 1-866-433-9196, or (703) 456-2431, <mailto:helpdesk@ahrs.army.mil>
- The Field Systems Division's World Wide Web Site found at URL: <https://www.hrc.army.mil/site/Active/fsd/index.htm>.
- The MS51 research tool, available for PERNET users. For more information, call Data Accuracy Branch at DSN: 221-3650, or COML: (703) 325-3650, or go to the Data Accuracy Web Site found at URL: <https://www.dataaudit.hoffman.army.mil/index.html>.
- U.S. Army Deserter Information Point, ATTN: ATZK-PMF-DIP, Building 1481, Fort Knox, KY 40121, DSN: 536-3711 / 3712, or FAX DSN: 536-3760.
- Casualty and Memorial Affairs Operations Center, Human Resources Command, DSN: 221-7990 / 7991 / 7992; COML: (703) 325-7990 / 7991 / 7992.

- Theater eMILPO account access not within the PAS authority, Field Systems Division, Human Resources Command, DSN: 221-3785, or COML (703) 325-3785.

Functional Proponent. Human Resources Command, Field Systems Division, DSN: 221-9006 / 5078; COML: (703) 325-9006 / 5078.